

Membership Balance Plan
Army Education Advisory Committee

Agency: Department of Defense (DoD)

1. Authority: The Secretary of Defense, in accordance with the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(d), established the Army Education Advisory Committee (“the Committee”) as a discretionary advisory committee.
2. Mission/Function: The Committee will provide independent advice and recommendations to the Secretary of Defense or the Deputy Secretary of Defense, through the Secretary of the Army and the Chief of Staff of the U.S. Army, on matters relating to U.S. Army educational matters. Specifically, the Committee will focus on matters pertaining to the educational, doctrinal, and research policies and activities of the U.S. Army’s educational programs, to include the U.S. Army’s joint professional military education programs. The Committee will assess and provide independent advice and recommendations across the spectrum of educational policies, school curricula, educational philosophy and objectives, program effectiveness, facilities, staff and faculty, instructional methods, and other aspects of the organization and management of these programs. In addition, the Committee will provide independent advice and recommendations on matters pertaining to the Army Historical Program and the role and mission of the U.S. Army Center of Military History, particularly as they pertain to the study and use of military history in Army schools.
3. Points of View: The Committee will be composed of not more than 15 members and will include the following:
 - a. not more than 13 individuals who are eminent authorities in the fields of defense, management, leadership, and academia, including those who are deemed to be historical scholars;
 - b. the Chief Historian of the Army, U.S. Army, Center of Military History; and
 - c. the Assistant Deputy Chief of Staff, G-3/5/7 for U.S. Army Training and Doctrine Command, who will serve as a non-voting member of the Committee.

The appointment of Committee members will be authorized by the Secretary of Defense or the Deputy Secretary of Defense, and administratively certified by the Secretary of the Army in accordance with DoD policies and procedures. Members of the Committee who are not full-time or permanent part-time Federal officers or employees will be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as special government employee (SGE) members. Committee members who are full-time or permanent part-time Federal officers or employees will be appointed pursuant to 41 C.F.R. § 101-3.130(a) to serve as regular government employee (RGE) members. The DoD, unless otherwise instructed by statute or Presidential directive, does not use representative members on DoD-established or supported advisory committees.

Membership will be fairly balanced in terms of points of view represented and the functions to be performed by the Committee. The Committee’s membership balance is not static, and the Secretary of Defense may change the membership based upon work assigned to the Committee by the Secretary of Defense, the Deputy Secretary of Defense, or the Secretary of the Army, as the Committee’s Sponsor.

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Each member, based upon his or her individual and professional experiences, provides his or her best judgment on the matters before the Committee, and he or she does so without representing any particular point of view and in a manner that is free from conflict of interest.

4. Other Balance Factors: N/A
5. Candidate Identification Process: The DoD, in selecting potential candidates for the Committee, reviews the educational and professional credentials of individuals to ensure they are eminent in one or more fields of defense, management, leadership, and academia, including historical scholars. Potential candidates may be identified by current Committee members, subcommittee members, and Army and DoD leadership.

Once potential candidates are identified, the Designated Federal Officer, in consultation with the Committee Chair, will review the credentials of each individual and narrow the list of potential candidates. Prospective candidates are then reviewed by U.S. Army Training and Doctrine Command senior leadership and by the Assistant Secretary of the Army for Manpower and Reserve Affairs prior to submission to the Secretary of the Army. During the Secretary of the Army's review, the Secretary strives to achieve a balance between the educational and professional credentials of the candidates and the subject matters anticipated to be reviewed by the Committee.

Once the Secretary of the Army has narrowed the list of candidates and before formal nomination to the Secretary of Defense, the list of candidates will undergo a review by the Office of General Counsel of the Department of Defense and the Office of the Advisory Committee Management Officer (ACMO) to ensure compliance with federal and DoD governance requirements, including compliance with the Committee's charter and membership balance plan. Following this review, the Secretary of the Army discusses the potential nominees with the Secretary of Defense or the Deputy Secretary of Defense and requests authorization to proceed with the nominations. Pursuant to DoD policy, only the Secretary or the Deputy Secretary of Defense can authorize the appointment of individuals to serve on DoD established or supported advisory committees and subcommittees.

As part of its required in-processing for advisory committee members, DoD requires each member to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members.

The Secretary of the Army is authorized to administratively certify the appointment of the Committee members that were previously authorized by the Secretary of Defense or the Deputy Secretary of Defense. Consistent with Deputy Secretary of Defense policy and the authority delegated to the ACMO by the Assistant Deputy Chief Management Officer, the ACMO is authorized to administratively certify the annual renewal of appointment of Committee members. Consistent with authority delegated to DoD Sponsors, the Secretary of the Army will appoint the Committee's Chair and Vice Chair from among the membership previously approved according to DoD policies and procedures and, in doing so, will

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determine the term of service for the Committee's Chair and Vice Chair, which will not exceed the member's approved term of service. Committee members will be appointed for a term of service of one-to-four years and their appointments will be renewed on an annual basis. No member, unless authorized by the Secretary of Defense, may serve more than two consecutive terms of service on the Committee, including its subcommittees, or serve on more than two DoD federal advisory committees at one time.

Committee and subcommittee member vacancies will be filled in the same manner as described in the previous five paragraphs above.

6. Subcommittee Balance: The DoD, when necessary and consistent with the Committee's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Committee.

Individuals considered for appointment to any subcommittee of the Committee may come from the Committee itself or from new nominees, as recommended by the Secretary of the Army and based upon the subject matters under consideration. Pursuant to Secretary of Defense policy, the Secretary of the Army is authorized to administratively certify the appointment of subcommittee members if the Secretary of Defense or the Deputy Secretary of Defense has previously authorized the individual's appointment to the Committee or another DoD advisory committee. If this prior authorization has not occurred, then the individual's subcommittee appointment must first be authorized by the Secretary of Defense or the Deputy Secretary of Defense and subsequently administratively certified by the Secretary of the Army.

Consistent with authority delegated to DoD Sponsors, the Secretary of the Army will appoint the Chair and Vice Chair of any appropriately approved subcommittee from among the subcommittee membership previously authorized by the Secretary of Defense or Deputy Secretary of Defense and in doing so, will determine the term of service for the Committee's Chair and Vice Chair, which will not exceed the member's approved term of service.

Subcommittee members, with the approval of the Secretary of Defense, will be appointed for a term of service of one-to-four years, subject to annual renewals; however, no member will serve more than two consecutive terms of service on the subcommittee. Subcommittee members, if not full-time or permanent part-time Federal officers or employees, will be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as SGE members. Subcommittee members who are full-time or permanent part-time Federal officers or employees will serve as RGE members pursuant to 41 C.F.R. § 101-3.130(a).

Currently, the Committee maintains four permanent subcommittees as described below.

- a. The United States Army War College Board of Visitors subcommittee will be composed of no more than 12 members who are eminent authorities in the fields of defense, management, leadership, and academia. The subcommittee's primary focus is the United States Army War College and retaining its accreditation as a college. The subcommittee provides recommendations and advice to the Committee, for thorough discussion and

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deliberation, on matters related to the United States Army War College's mission, specifically academic policies, staff and faculty development, student success indicators, curricula, educational methodology and objectives, program effectiveness, instructional methods, research and academic administration.

- b. The Command and General Staff College Board of Visitors subcommittee will be composed of no more than 12 members who are eminent authorities in the fields of defense, management, leadership, and academia. The subcommittee's primary focus is the Command and General Staff College and retaining its accreditation as a college. The subcommittee provides recommendations and advice to the Committee, for thorough discussion and deliberation, on matters related to the Command and General Staff College's mission, specifically academic policies, staff and faculty development, student success indicators, curricula, educational methodology and objectives, program effectiveness, instructional methods, research and academic administration.
- c. The Defense Language Institute Foreign Language Center Board of Visitors will be composed of no more than 12 members who are eminent authorities in the fields of defense, management, leadership, and academia. The subcommittee's primary focus is the Defense Language Institute Foreign Language Center and retaining its accreditation as a college. The subcommittee provides recommendations and advice to the Committee, for thorough discussion and deliberation, on matters related to the Defense Language Institute Foreign Language Center's mission, specifically academic policies, staff and faculty development, student success indicators, curricula, educational methodology and objectives, program effectiveness, instructional methods, research and academic administration.
- d. The Department of the Army Historical Advisory Subcommittee will be composed of no more than 12 members, to include six members from academia who are deemed to be historical scholars and the following six ex officio members:
 - 1. Dean of the Academic Board, U.S. Military Academy
 - 2. Deputy Commanding General, U.S. Army Training and Doctrine Command
 - 3. Deputy Commandant, U.S. Army War College
 - 4. Deputy Commandant, U.S. Army Command and General Staff College
 - 5. Deputy Administrative Assistant to the Secretary of the Army
 - 6. Chief Historian of the Army, U.S. Army, Center of Military History

The Department of the Army Historical Advisory Subcommittee will focus primarily on (1) the conformity of the Army's historical work and methods with professional standards, (2) ways to increase cooperation between the historical and military professions in advancing the purpose of the Army Historical Program, (3) approval of the annual Army Historical Program report, and (4) the furtherance of the mission of the U.S. Army Center of Military History to promote the study and use of military history in both

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civilian and military schools and refers all advice and recommendations to the Committee for its thorough discussion and deliberation.

7. Other: As nominees are considered for appointment to the Committee, the DoD adheres to the Office of Management and Budget's Revised Guidance on Appointment of Lobbyists to Federal Advisory Committee, Boards, and Commissions (79 FR 47482; August 13, 2014) and the rules and regulations issued by the Office of Government Ethics.
8. Date Prepared: July 23, 2016